STUDENT HANDBOOK 1977-78

ONTREAT - ANDERSON COLLEGE

MONTREAT, NORTH CAROLINA 28757

MONTREAT-ANDERSON COLLEGE
ACADEMIC CALENDAR
1977-1978

FIRST SEMESTER

August	21-24	S-W	Student Leadership Workshop
August	24-25	W-T	Faculty Workshop
August	26	F	New Students Arrive by 12:00 noon
August	27	Sa	Testing and Orientation for New Students
August	29	M	Returning Students arrive before 1:00 p.m. Testing & Orientation for New Students Meeting of all returning students at 1:00 p.m. Advising New & Returning Students, 2:00-5:00 p.m.
August	30	Tu	Advising New & Returning Students Opening Convocation at 8:00 p.m.
August	31	W	Registration
September	1	Th	Classes begin
September	8	T	Last day to add a course
September	29	T	Last day to drop a course without penalty
October	19	W	Fall Holiday Begins after last class
October	24	M	Classes Resume at 8:00 a.m.
November	[illegible]	[illegible]	[illegible] Semester
November	19	Sa	Registration for Second Semester
November	23	W	Thanksgiving Holiday Begins after last class
November	28	M	Classes Resume at 8:00 a.m.
December	17-21	Sa-W	Final Examinations

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SECOND SEMESTER

January	8	S	New Students Arrive
January	9	M	Registration of New Students
January	10-13	Tu-F	Interim Week
January	15	S	Opening Convocation at 8:00 p.m.
January	16	M	Classes Begin
January	23	M	Last day to add a course
February	13	M	Last day to drop a course without penalty
March	8	W	Spring Holiday Begins after last class
March	20	M	Classes Resume at 8:00 a.m.
March	20-31	M-F	Advising for Fall Semester
May	6-10	Sa-W	Final Examinations
May	14	S	Graduation

SUMMER SESSION: May 15-June 10-First Term of Summer Session
[illegible] Term of Summer Session

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All students are asked to bring this book to college with them and will be held responsible for knowledge of its contents.

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ALMA MATER

How dear to our hearts will the memory be
Of the days we have spent in thy care,
When within thy dear halls we have lingered awhile
All thy gifts and thy blessings to share.
So the memory of thee will ever remain
While we think of each dear hallowed scene;
And the bonds of true loyalty, blest through the years,
Our affections will ever keep green.

Then, to thee, Alma Mater, we'll ever be true,
Though the coming years scatter us far;
And ideals you taught us will ever be bright
Shining out as our life's guiding star.
We will cherish thy name wherever we roam,
And forever thy praises repeat.
Hail to thee, Alma Mater, our happiest days
Are the days we have spent in Montreat.

Montreat-Anderson College
MONTREAT, NORTH CAROLINA 28757

OFFICE OF THE PRESIDENT TELEPHONE 704-669-8011

Dear Student:

Welcome! I am glad you have chosen Montreat-Anderson College.

We are a small community of learners where faculty and students living, studying and worshipping together seek after knowledge and grow in maturity in Christ. We endeavor to teach students to think clearly, achieve a set of Christian values and communicate effectively with others. Here, every student is known by and is a deep concern to the faculty.

Student government is an important part of life at Montreat-Anderson College. It has given fine leadership in years past and I am sure that we can count on you to participate in sharing responsibility and giving the leadership that is needed for the school year 1977-78.

You are important to the college community. Your words and actions will probably mean more in building a wholesome, healthy and strong college image than anything I can say or do. Are you ready for college and are you ready to accept your responsibility as a student here? I hope so.

On behalf of the Board of Trustees, the Administration and the Faculty, I welcome you and wish you well. If there is anything that I can do to assist you, my door is open and I urge you to come by for a visit.

Very sincerely yours,

Silas M Vaughn

Silas M. Vaughn

SMV/wl

THE HONOR SYSTEM

Life at Montreat-Anderson College is based on the belief that the ideal community is made up of honorable individuals. Mutual trust and consideration are essential to such a community, and it is for these that we strive.

Each student and faculty member has a responsibility for himself and for every other member of the college community. The failure of one person to live honorably is in part the failure of all. The movement of one individual toward complete understanding of Christian living is a step toward honorable living for the whole college.

For this reason the students of Montreat-Anderson have accepted the "Honor System," under which each student agrees to try to discipline his own life and to be ready to help all others to discipline their lives toward the goal of a community in which each member will merit trust and respect. It is in large part due to the acceptance of faculty and students of the Honor System as a way of life, that the "Spirit of Montreat" is a reality, not only on the campus, but wherever former Montreat students are found.

Composed of student officers and representatives, and faculty advisors, the purpose of the Honor Council is to "be a friend." When an individual fails to uphold the Honor Code, the desire of his fellow students is often to counsel with him personally, rather than "turn him in". Little forethought is necessary to realize that this method of preserving community well-being would soon lead to anarchy. Cooperation and uniformity are vital to the success of the Montreat Community. Thus, the Honor Council is the ordained and common vessel for dealing with weaknesses in the community.

THE HONOR CODE

Under the Honor Code, you, the student, are on your honor not to lie, cheat, or steal, and, if you do, you are on your honor to report yourself within twenty-four hours to a member of the Honor Council. If you see an-

other student lying, cheating, or stealing, you are on your honor to confront him by asking him to report himself to a member of the Honor Council, and, if he does not do so within twenty-four hours, you are to report him.

The Honor Code places upon you a dual responsibility. First you are responsible to see that you conduct yourself in accordance with the Honor Code. Secondly, you also are responsible insofar as possible to see that your fellow students do likewise. This system places considerable responsibility for self government on the students themselves. This college believes that mature students are capable of handling this serious responsibility. You are the governing system and you are responsible for its success.

THE HONOR PLEDGE

I PLEDGE WITH GOD'S HELP TO UPHOLD THE HONOR CODE OF MONTREAT-ANDERSON COLLEGE. I STATE MY ACCEPTANCE OF THE PRINCIPLES EXPRESSED IN THIS HONOR SYSTEM AND PLEDGE TO LIVE SO AS TO MAKE IT MEANINGFUL TO MYSELF AND TO THE COLLEGE COMMUNITY.

STUDENT JUDICIAL SYSTEM

(Excerpt from SGA Constitution)

ARTICLE V-JUDICIAL BRANCH

Judicial Bodies — The Judicial Branch of the SGA shall consist of the Honor Council, Interdormitory Council, and Dormitory Councils.

SECTION 1
(Honor Council)

A. **Membership** — The Honor Council shall be composed of five voting members, one alternate voting member to be selected by the Executive Committee, and two official but non-voting Advisors. The members shall be as follows:
   1. *President* — Rising Sophomore to be elected in the spring;
   2. Two other members of the rising Sophomore Class (one man and one woman). One shall be elected as Vice-President, and the other shall be elected as Secretary;
   3. *Two Freshman Representatives* (one man and one woman) — to be elected after mid-term grades are reported for the first semester. Those elected will serve until the mid-term reports of the following school year, at which time two new Freshman Representatives shall be elected. In the event one or both of these should be unable to serve the first nine weeks of the semester of the following year, the Honor Council will appoint qualified persons from the SGA Legislature to fill the temporary vacancy.

B. **Duties of the Honor Council** — The duties of the Honor Council shall be to hear evidence concerning and to take action on all cases referred to it by the Dean of Students or involving serious violations of school rules and all violations of the Honor Code and to view cases from other courts regarding disciplinary probation, suspension, expulsion, or request to withdraw. Cases may be appealed to the Honor Council by a defendant so long as he makes his appeal in writing, within twenty-four hours of sentencing by the court of original jurisdiction; or, in case a defendant's appeal to Honor Council is based on the development of new evidence relevant to his case, it may be made at any time during the course of the sentence given by the court of original jurisdiction because of their inability to enforce such sentences, or because of the ineffectiveness of such sentences in reforming the behavior of offending individuals. If an appeal from either quarter be presented, the sentence of the court

of original jurisdiction shall be suspended, pending the verdict of the Honor Council. The Honor Council shall also present a monthly statement to the SGA Legislature and the Administration detailing the number and types of cases handled. Honor Council shall have the authority to decide all questions involving interpretation of the SGA Constitution and of College regulations. Interpretations of College regulations are subject to review by the Administration.

C. **Duties of Officers:**

1. *President* — The duties of the President shall be to:
   a. See that all data relevant to cases under consideration is gathered;
   b. Notify all members of the Honor Council of the time and place of meetings;
   c. Inform the student under consideration, in writing, that he is to appear before the Honor Council;
   d. Familiarize the accused with Honor Council procedure;
   e. Inform the accused of the nature and seriousness of the charge against him;
   f. Call and preside over all meetings of the Honor Council;
   g. Report the decision of the Honor Council to the defendant and to the court of original jurisdiction.
2. *Vice President* — The duties of the Vice-President shall be to:
   a. Perform all duties of the President in his absence;
   b. Assist the President in any way requested by the President;
   c. Advise the accused of his rights.
3. *Secretary* — The duties of the Secretary shall be to:
   a. Record in detail all discussions and decisions pertaining to each case;
   b. Keep a permenent record of all cases handled by the Honor Council in the Dean of Students' Office;
   c. Submit, in writing, to both Deans, copies of the decisions of the Honor Council within forty-eight hours of the meeting at which they are made;
   3. Submit a monthly report to the SGA Legislature.

D. **Rights of the Accused:**

1. A defendant appearing before Honor Council, or any other branch of the SGA Judiciary, cannot be required to testify against himself.
2. Once the Honor Council, or any other branch of

the SGA Judiciary, has drawn a charge, the Council is committed to that charge, and shall not commit itself to any other charge during said case. In the event that a violation other than the one under consideration is discovered by the Council, the Council shall view this as a separate matter, and shall not allow its discovery to prejudice its verdict.

3. A defendant appearing before the Honor Council, or any other branch of the SGA Judiciary, has the right to hear his accuser face to face.

E. **Decisions** — Decisions of the Honor Council shall be made by majority vote, or by unanimous vote, where appropriate.

The following are the decisions which may be made by the Honor Council:

By majority vote, to uphold or overturn the decision of the court of original jurisdiction. Sentences may be increased or decreased in the following ways:

1. Any sentence deemed appropriate but less than Disciplinary Probation. These sentences may be appealed to the Dean of Students.
2. *Disciplinary Probation* — Disciplinary Probation means that a student may not represent the College in activity for the specified time; may not loan, use, or borrow a motorized vehicle during this time; must keep study hall hours Monday through Thursday from 7:00 to 9:00 P.M.; must be in the dormitory by 10:00 P.M. Sunday through Thursday and by 12 midnight on Friday, and Saturday; and may take no overnight permissions during the specified time of the Disciplinary Probation. This sentence may be appealed to the Dean of Students.
3. *Requirement to Withdraw* — Requirement to withdraw requires that the student withdraw at the end of the given semester or at a specified time. He may at some future date (this being left to his own discretion) apply for re-admission. This sentence may be appealed to the Administrative Committee.
4. *Suspension* — Suspension requires that the student leave the campus within twenty-four hours after the final decision is made, and must not return for the specified time of the suspension. Further, Suspension means that at a specified future date the suspended student is either eligible to return or eligible to apply for re-admission. This sentence may be appealed to the Administrative Committee.

5. *Expulsion* — Expulsion requires that the student leave the campus within twenty-four hours after final sentencing, and must not return. Expulsion is for an indefinite time period. This sentence may be appealed to the Administrative Committee.

F. *Contempt of Court* — Contempt of Court includes the following items. It shall be dealt with by the court of original jurisdiction.
1. Willful violation of a decision of a Council.
2. Willful withholding of information from a Council except in cases of self-incrimination.
3. Failure to appear before a Council without valid reason (validity to be determined by the Council involved).

G. **Disqualification** — No member of the Honor Council shall sit in a case involving himself, his roommate, a relative, or another individual within whom member has especially close ties. In such a situation, he will be replaced by an alternate.

H. **Meetings** — Meetings shall be held as often as necessary.

I. The Honor Council may refer to the Dean of Students, in consultation with the President of the Honor Council, any case occuring two weeks before or during the formal examination period at the end of each semester.

J. **Replacement of Permanent Vacancies** — These vacancies are to be filled by the Executive Committee of the SGA. The Honor Council is to make recommendations to the Executive Committee. Such recommendations shall not be binding.

K. **Quorum** — A quorum shall consist of five voting members and at least one advisor.

L. **Appeals** — Any defendant has the right to appeal a decision of the Honor Council to the Administrative Committee in cases of requirement to withdraw, suspension, or expulsion, provided that such appeal is filed, in writing, with the Chairman of the Administrative Committee within twenty-four hours of the verdict of the Honor Council. Appeals of a verdict of the Honor Council which are based on the development of new evidence may be filed, in writing, with any member of the Administrative Committee at any time during the course of the sentence. In all cases involving appeals to any court including the Administrative Committee, a representative from the court whose decision is being appealed shall represent that court when the appeal is heard.

SECTION 2

(Interdormitory Council)

A. **Membership** — The Interdormitory Council shall be composed of all Dormitory Presidents and one non-voting Advisor appointed by them (the Advisor may vote to break a tie).

1. *Chairman* — To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installation of the newly-elected officers.
2. *Vice-Chairman* — To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installation of the newly-elected officers.
3. *Secretary* — To be one of the Dormitory Presidents, elected by the Interdorm Council immediately after spring installation of newly-elected officers.
4. One member of the Faculty and/or Administration, to be appointed by the Dormitory Presidents immediately after the spring installation of new officers shall serve as an Advisor.

B. **Duties of the Interdorm Council:**

1. To promote a continuity of policies affecting dormitory life.
2. To hear evidence concerning and to take action on all cases where more than one dormitory council is involved, or any other case referred to it by the Dean of Students.
3. To present a monthly report to the Legislature reporting the number and types of cases handled by the Interdorm Council.

C. **Duties of Officers:**

1. *Chairman* — The duties of the Chairman shall be:
   a. To call and preside over all meetings of the Interdorm Council.
   b. To notify all members of the Interdorm Council of the time and place of meetings.
   c. To appoint committees as deemed necessary.
   d. To see that all data gathered is relative to the case.
   e. To inform the student under consideration that he is to appear before the Interdorm Council.
   f. To report the decision of the Interdorm Council to the student.
2. *Vice-Chairmen* — The duties of the Vice-Chairman shall be:
   a. To perform all duties of the Chairman in his absence.

b. To assist the Chairman in any way deemed necessary by the Chairman.

3. *Secretary* — The duties of the Secretary shall be:
   a. To keep the minutes of all the meetings of the Interdorm Council.
   b. To record in detail all discussions and decisions pertaining to each case.
   c. To keep a permenent record of all cases and minutes of business meetings in the judicial file in the Dean of Students' Office.
4. *Bailiff* — The duties of the Bailiff shall be:
   a. To lead the Council in prayer before each meeting.
   b. To present witnesses to the Council.
   c. To inform witnesses of their rights before the Council.

D. **Rights of the Accused**

1. A student being tried before the Interdorm Council cannot be required to testify against himself.
2. Any student convicted by the Interdorm Council shall have the right to appeal to the Honor Council if he desires and does so within a twenty-four hour period unless new evidence is developed.

E. **Decisions** — Decisions of the Interdorm Council shall be made by a simple majority vote. Members shall vote by secret ballot. The Interdorm Council may make recommendations to the Honor Council of suspension, expulsion, disciplinary probations, and requirement to withdraw. The following are disciplinary actions that may be taken by the Interdorm Council:

1. Campus
   a. A "Campus" requires that the student not leave the campus at any time during the specified period of punishment.
   b. If a student breaks his campus, actions will be taken by the Honor Council.
2. Restrictions
   a. "Restriction" requires that the student not leave a designated area during the specified length of time except to go to classes, chapel, mandatory college functions, library and meals.
3. Disciplinary Probation — See Article V, Sec. 1, E.2.

No member of the Interdorm Council shall sit in a case involving himself, his roommate, relative, or another individual with whom the member has close ties. In such cases, he will be replaced by an alternate.

F. The Interdorm Council may refer to the Dean of

Students, in consultation with the President of the dormitory in which the conflict occurs, any case occurring one week before or during the formal examination period at the end of each semester.

H. **Quorum** — A quorum shall consist of all Dormitory Presidents of their representatives and the appointed Advisor.

I. The Interdorm Council shall meet when deemed necessary.

SECTION 3
(Dormitory Council)

A. **Membership** — The Dormitory Council shall be composed of the President of the Dormitory and the Hall Counselors and Assistant Hall Counselors residing in that dormitory. The Head Resident shall act as Advisor (without vote).

B. **Selection of Personnel:**
1. Students interested in serving in any of the above-mentioned positions must fill out the form provided for this purpose. From the information contained in the forms and other available data, the selection of the personnel will be made by the Dorm Presidents, Head Residents, and the Deans of Students and of the College, who constitute the Personnel Committee.
2. The applicants chosen will be eligible to run for President of the dormitory. They will be nominated by separate polls for men and women.
3. *Secretary-Treasurer* — To be elected within the Dorm Council by the Dorm Council.
4. *Fire Marshal* — To be appointed by the Dorm Council from its own membership.
5. *Social Chairman* — To be appointed by the Dorm Council but not necessarily from its own membership. He is to plan all social and service activities for the dormitory.
6. *Chaplain* — To be appointed by the Dorm Council.

C. **Duties of the Dormitory Council** — The duties of the Dorm Council shall be:
1. To hear evidence concerning and take action on minor questions of student conduct.
2. To hear appeals for Official Warnings given by dorm officers.
3. To review the assignment of Official Warnings given by the dorm officers.
4. To promote high dormitory morale.
5. To present a report to the Honor Council reporting the number and types of cases handled.

D. **Meetings** — The Dorm Council shall meet once every two weeks and as often as deemed necessary.

E. **Quorum** — In the Dorm Council, a quorum shall consist of a three-fourths majority (excluding the Chairman of the membership of the Council).

F. **Disciplinary Decisions** — The following are disciplinary actions that may be taken by the Dormitory Council:
(See explanation under Interdormitory Council)
1. Disciplinary Probations (to be approved by Honor Council)
2. Campus
3. Hall Restriction
4. *Official Warnings* — Official Warnings shall be given by any member of the Dorm Council for unnecessary noise, absence from dorm meetings and for failing to honor "Do Not Disturb" signs. Upon receipt of two Official Warnings, a student shall be required to appear before their Dorm Council, for appropriate disciplinary action. If a student receives another Official Warning, he may be required to appear before Honor Council for appropriate disciplinary action. If a student then receives another Official Warning, he may be required to appear before the Administrative Committee for a final disposition of the case.
5. Such other decisions as the Council may deem appropriate (with the exception of suspension, expulsion, and requirement to withdraw).
6. *Right to Appeal* — Any defendant placed on "Campus" or "Restriction" by his Dormitory Council has the right to appeal that decision to the Honor Council, provided that such appeal is filed in writing with any member of the Honor Council within twenty-four hours of the verdict of the Dorm Council. Appeals of a verdict of a Dormitory Council involving "Campus" or "Restriction" which are based on the development of new evidence may be made, in writing, to any member of the Honor Council at any time during the sentence period.

G. **Room Search** — Room searches shall be conducted with the stipulation that the occupant reserves the right to be in his room at the time it is being searched. A room search must be approved by a member of the Administration and the member must be present in the room while it is being searched.

H. **Duties of Officers:**

1. *President* — The duties of the President shall be:
   a. To assume major responsibility for the entire dormitory. He will be responsible together with the Head Resident for the welfare of members of the dorm of which he is President, and see that all rules and regulations of the College community are maintained and observed.
   b. To call and preside over all Dorm Council meetings and Dorm meetings.
   c. To inform the student, in writing, of any decisions of the Council affecting him.
   d. To appoint committees within the dormitory whenever necessary.
   e. To give Official Warnings for violations of dorm regulations.
   f. To serve as a representative to the Student Legislature of the SGA.
   g. To serve as a member of the Interdorm Council.
   h. To plan and execute (in consultation with the Head Resident and Fire Marshal) all fire drills.
   i. To be responsible for the closing of the dormitory at night.
2. *Secretary-Treasurer* — The duties of the Secretary-Treasurer shall be:
   a. To record all minutes of the meetings of the Dorm Council and dorm meetings and present typed copies of these to the President and Advisor (Resident Counselor) within forty-eight hours after the meeting.
   b. To attend to all financial matters of the dormitory.
   c. To keep a written record of all the finances of the dormitory.
   d. To give Official Warnings for violations of dorm regulations.
   e. To keep a permanent record of all Official Warnings, minutes, and cases handled by the Dorm Council in the judicial file in the Dean of Students' Office.
   f. To assume all the duties of the President in his absence.
3. *Hall Counselor* — The duties of the Hall Counselor shall be:
   a. The Hall Counselor is head of the Council for his particular hall or floor and works under the supervision and guidance of the Dormitory Council. It will be his business to maintain all

rules and regulations of his dorm per se, the Student Government Association, and the College which includes the following:

1. To help keep order on his hall.
2. To give Official Warnings for violations of dormitory regulations.
3. To help direct fire drills.
4. To conduct all meetings whenever necessary.
5. To serve as a member of the Dorm Council.
6. To report any knowledge of a violation of regulations and in this way exemplify the keeping of the Honor Code.

b. The Hall Counselor will be expected to exert a positive attitude and influence on the entire dorm but especially on his own hall and to help create cooperative resident hall living and cooperation with the College community in general.

c. At the end of each four weeks, each Hall Counselor will provide a written report of conditions on his floor to the Dorm President, Head Resident, and Dean of Students. The necessary forms will be provided by the Dean of Students for this purpose.

d. The Hall Counselor will assist the Head Resident in the inspection of rooms for conditions hazardous to health and will serve as host at the desk for six hours each week at a time agreed upon by the Head Resident and the President of the Dormitory.

e. In case of illness or injury, the Hall Counselor will be responsible for contacting the Head Resident and in his absence, the Student Health Center.

f. In case of emergencies, the Hall Counselor is the Head Officer on his floor.

I. **Council Positions** — The following are positions to be filled on the Dormitory Council:

Each dormitory will have a Head Resident, a Student President and sufficient Hall Counselors to supervise each floor of the dormitory.

J. **Termination:**

1. If a Hall Counselor's or Dorm President's performance falls short of the expectations of the position described herein, he may, after consultation, be placed on probation or terminated immediately by the request of the Head Resident and the Director of Housing. Once termination or probationary status occurs, appeal can be made to the Dean

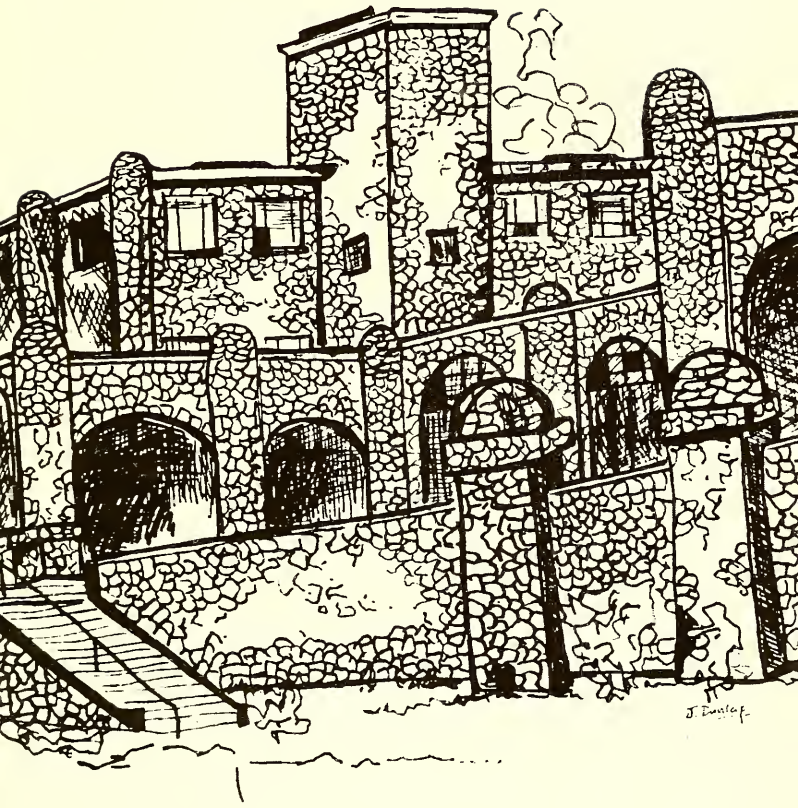
of Students.

2. If it is decided that the Hall Counselor or Dorm President will be placed on job probation after consultation with the Head President and Director of Housing, an official letter will be sent to the Hall Counselor and Head Resident describing the problem and setting a specific period of time in which it is expected that the problem will be alleviated. If the problem is not corrected in the time specified, the Director of Housing may choose to terminate the appointment of the Hall Counselor or Dorm President in question.

K. **Evaluation:**

A written evaluation will be completed during each semester by the Hall Counselor, Dorm President, and Resident Advisor in each dorm and forwarded to the Director of Student Housing. In cases where a Hall Counselor or Dorm President has failed to perform his duties as they relate to the expectations of the position, reappointment to the position may not ensue.

College Regulations



REGULATIONS OF THE COLLEGE

"The Presbyterian Founders of Montreat-Anderson College were men of strong conviction and clarity of purpose. They proposed in their Charter 'that those attending the college receive a sound and Thorough Christian Education suitable to their needs."

You have chosen to attend a church college, established and supported by church people. You have become a citizen in a college community which seeks to live by Christian ideals and moral standards.

THE ADMINISTRATION

During the past several years, responsible student leadership has established a tradition of effective student government at Montreat-Anderson College. The Administration is grateful for this valuable contribution to the College Community and pledges its support and counsel to those students charged with the responsibility of maintaining this tradition.

When any violation of College or Student Government regulation occurs, the case is usually considered in one of the student courts, except for those cases reserved for consideration by the Administrative Committee. Occasionally, however, special circumstances in a disciplinary case warrant action or consideration by the Administration.

In accordance with this statement and because the administration is responsible for every facet of College life, the President of the College, the Dean of the College, and the Dean of Student Affairs reserve the right to handle special cases of discipline and reserve the right to review regulation changes made by the student legislature.

GENERAL BEHAVIOR

(Action By The Administrative Committee)

At Montreat-Anderson College the individual is given as much freedom in the exercise of his rights and responsibilities as is consistent with the well-being of the entire college community. However, the college reserves

the right to suspend or dismiss any student whose character and morals are not consistent with the ideals of the college, or whose influence is detrimental to it. Off-campus conduct shall also be in keeping with the ideals of the college. "Campus" is officially defined as the Township of Montreat for purposes of conduct included herein.

RESPECT FOR PROPERTY

(Action By The Administrative Committee)

It is expected that each student will keep the room he occupies clean and orderly. Rooms will be inspected regularly by the Resident and the Student Hall Counselor and a report made to the Dean of Student Affairs who will determine when violations require disciplinary action.

Any damage to a room or its furnishings will be paid by the student involved if known or by the students occupying the room.

Damage to any part of one of the college dormitories (other than the individual student rooms) must be shared equally by all residents of the particular dormitory involved when the responsible party or parties are not apprehended. The proportionate share shall be the total cost of the repairs of replacements divided by the total number of residents in the given dormitory at the time of the damage or destruction.

The obligations incurred above shall constitute a debt to Montreat-Anderson College and shall be subject to all provisions and regulations pertaining to such debts.

Any student guilty of vandalism (deliberate destruction of property), shall be subject to disciplinary action by the Administrative Committee. He shall be subject to disciplinary probation, suspension, or expulsion. In every case in which his parents are providing financial support, they shall be informed of the offense and the action taken.

Property and buildings on or near campus not owned or supervised by the College are off limits to the student unless he has written permission from the owner with prior approval from the Dean of Student Affairs.

ROOM DECORATIONS

There shall be no public display in windows or in hallways or other public rooms of decorations or materials which could give offense.

Since it is recognized that accepted standards of good taste and propriety impose certain limits on room decorations, it shall be left to the individual student's discretion, subject to the regulations in this Handbook, as to the appropriateness of the internal decorations of individual rooms. However, it is expected that he will display on the walls of the room only such pictures and decorations as are in accord with the ideals and moral standards of the college.

ATTENDANCE AT COLLEGE FUNCTIONS

(Action by Dean of Student Affairs)

The Board of Trustees has passed the following resolutions:

"That the Board of Trustees affirm its conviction that corporate worship is an essential feature of the life of a Christian academic community, that participation in worship is an important element in the student's educational experience in a church college."

"That the Board of Trustees instruct the administration and faculty that chapel be conducted each week as an act of corporate worship by the college community. That faculty and staff be urged to attend regularly and that students be required to attend. That faculty, staff, and students be urged to gather for corporate worship on the Lord's Day."

Students are urged to attend regularly the church of their choice, Sunday evening vesper services, and prayer meeting. (No meeting of required attendance is to be scheduled at the time of the weekly Wednesday night prayer meeting — 7:00 p.m. to 8:00 p.m.)

As part of the Montreat-Anderson College way of life, all resident students shall attend General Studies and upon satisfactory completion shall receive one-half credit each semester.

a. Chapel services (as scheduled).
b. College convocations (as scheduled).

c. Official college functions (as announced).

Day students shall be present at official college functions.

Students who over cut will be required to appear before the Dean of Student Affairs or his designated committee.

Freshmen and new students shall be required to attend scheduled orientation meetings.

It will be the responsibility of the Dean of Student Affairs' office to keep a record of attendance at chapel, college convocations, and official college functions, and to provide for excuses when they are warranted.

SEXUAL BEHAVIOR

(Action by the Dean of Student Affairs)

Students shall uphold the Christian philosophy of Montreat-Anderson College by exemplifying proper forms of behavior. Students are therefore expected to refrain from heavy petting and from extramarital intercourse. All forms of homosexuality or perversion are contrary to God's laws and are therefore unacceptable forms of behavior. Violators will be heard by the Dean of Student Affairs. Persons found guilty will normally be suspended from College. Appeals may be submitted in writing within 24 hours to the Chairman of the Administrative Committee.

Students shall possess high social ideals in their respect of others and in deciding the limits of personal intimacy engaged in, in public. Friendly hugs and kisses should not become passionate forms that might embarrass oneself and surely irritate others. Violators will be heard by the Dean of Student Affairs. Persons found guilty will normally be placed on Disciplinary Probation for the first offense. The second offense will normally result in permanent suspension.

POSSESSION OR USE OF ILLEGAL DRUGS

(Action by Honor Council and the Administrative Committee)

Students who possess, consume, or sell any drug, on or off campus, are in serious violation of College regulations. Such persons will be tried by Honor Council

or by the Administrative Committee. The Administrative Committee will have the responsibility to review all cases concerning drugs. Burning of incense in the residence halls is prohibited. Action will range from rehabilitative consultation to expulsion.

ALCOHOLIC BEVERAGES

(Action by Dean of Student Affairs)

Montreat-Anderson College is opposed as a matter of principle to the use of alcoholic beverages by students. Off-campus consumption that adversely reflects upon the college will result in disciplinary action.

Drinking or being in possession of alcoholic beverages in the dorm, on campus, or being under the influence on campus will result in a minimum of disciplinary probation or a maximum of expulsion.

Students are responsible for seeing that their dates abide by the regulations.

The above regulations apply equally to day students when they are on the Montreat-Anderson College campus and when they are dating a resident student.

Any misconduct by a student involving the use of alcoholic beverages shall subject the offender to disciplinary action.

GAMBLING

(Action by Honor Council)

Gambling by students is forbidden.

HAZING

(Action by Honor Council)

Any type of physical or verbal punishment, humiliation, or intimidation by any student of another is forbidden.

PLAGIARISM

(Action by Honor Council)

Plagiarism is the representation of another's words or ideas as one's own. It applies to verbatim quotations and paraphrases equally. The plagiarized source may be a book, magazine article, or merely another student's

paper or even his ideas.

Plagiarism violates the fundamental trust underlying all academic work, that the work be the product of the student who submitted it.

WEAPONS AND EXPLOSIVES

(Action by Interdormitory Council)

The possession of firearms (except in accordance with regulations governing the Conservation Club), BB guns, bows, pellet guns, air guns, knives, firecrackers, or explosives of any kind is prohibited on the campus.

PETS

Students are not allowed to keep live pets of any description in the residence halls.

NEW ORGANIZATIONS

(Action by Administrative Committee)

The College does not approve of secret organizations, social fraternities, or sororities of any kind or of special groups whose membership is limited other than by interest.

A new organization (i.e., one not included in the list of Clubs and Organizations) may be authorized provided correct procedures are followed as established by the Dean of Student Affairs' Office.

LIVING OFF CAMPUS

(Action by Administrative Committee)

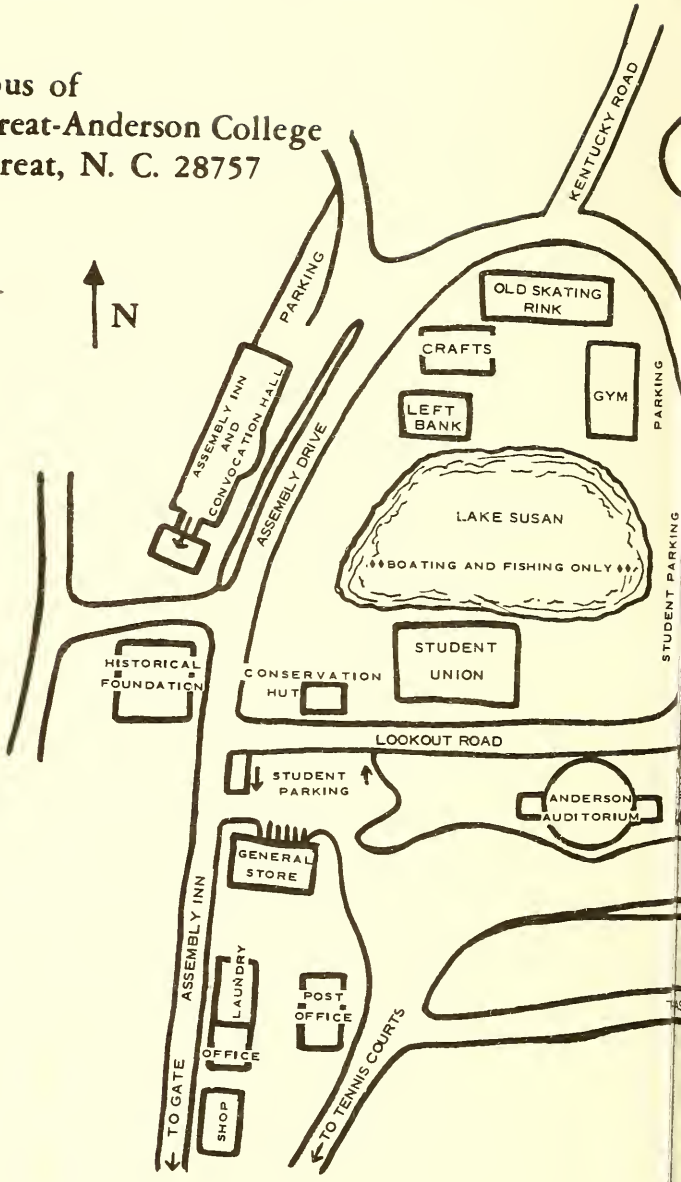
All regular students are required to register as dormitory residents unless they are married or commuting students living with their family, or when because of special circumstances, some other arrangement has been made with the Dean of Student Affairs.

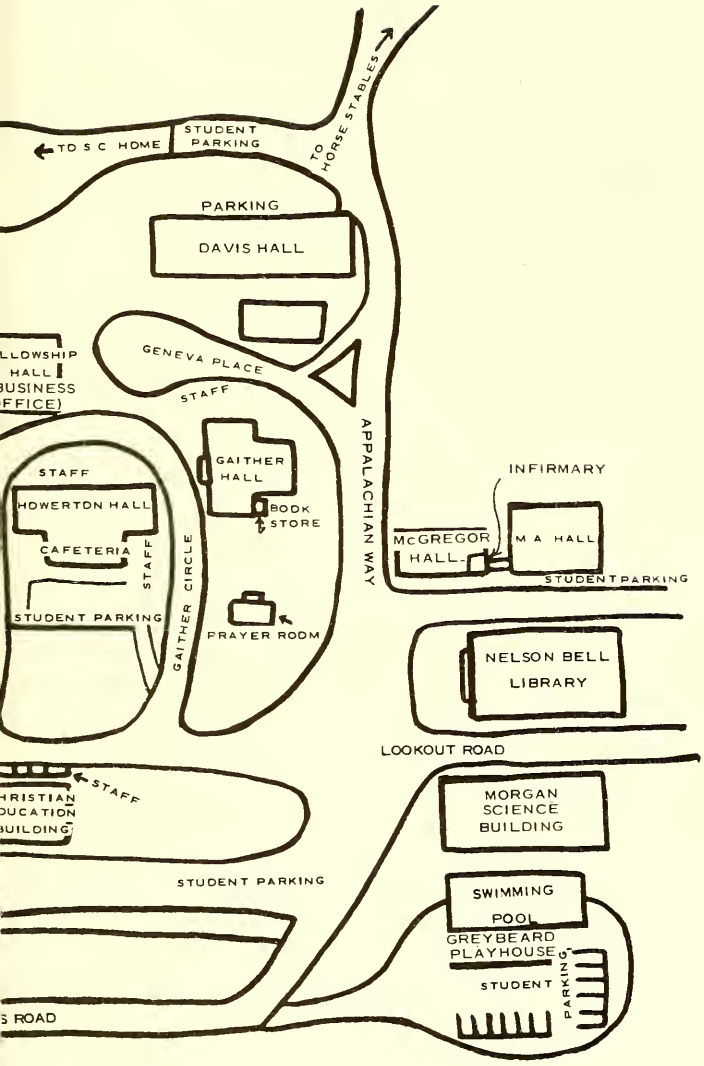
STUDENT CONVICTIONS

(Action by Administrative Committee)

Any student convicted in a court of law will be subject to investigation and possible disciplinary action.

Campus of
Montreat-Anderson College
Montreat, N. C. 28757




TO S C HOME
STUDENT PARKING
TO HORSE STABLES
PARKING
DAVIS HALL
GENEVA PLACE
STAFF
LLOWSHIP HALL
BUSINESS FFICE)
STAFF
HOWERTON HALL
CAFETERIA
STAFF
STUDENT PARKING
GAITHER HALL
BOOK STORE
GAITHER CIRCLE
PRAYER ROOM
APPALACHIAN WAY
INFIRMARY
McGREGOR HALL
M A HALL
STUDENT PARKING
NELSON BELL LIBRARY
LOOKOUT ROAD
STAFF
HRISTIAN DUCATION BUILDING
STUDENT PARKING
MORGAN SCIENCE BUILDING
SWIMMING POOL
GREYBEARD PLAYHOUSE
STUDENT PARKING
S ROAD

CAR REGULATIONS

(Action by the Dean of Student Affairs)

All student automobiles or other motorized vehicles (whether operated by resident or day students) shall be registered with the Dean of Student Affairs' Office. Upon registration, the student will be issued a bumper sticker. Vehicles without a sticker may not park on the college premises. First violations are a $2.00 fine.

When a student receives a parking permit, he is expected to allow his car to be searched by the security officers or by an authorized officer of the college. Refusal to allow a car to be searched will result in the revocation of the student's right to keep a car on campus.

Students on disciplinary probation may not loan, borrow or use a car or motorized vehicle on campus. Students on academic probation (See page 32).

All other resident students may have a car on campus provided they secure a bumper sticker from the Dean of Student Affairs. Any vehicle issued a permit for campus use must be the possession of the student making application or of someone in the immediate family of that student. Once a permit has been issued to a vehicle, that permit may not be transferred to another vehicle.

Violations ($2.00 Fine)

A. Operation of a motor vehicle which causes a disturbance will constitute a violation, and will subject the driver to action by the Dean of Student Affairs.

B. Driving a motor vehicle carelessly or driving under the influence of alcohol will constitute a violation, and will subject the driver to action by the Dean of Student Affairs.

C. Failure to pay fines within three days of receiving a citation will result in an additional $3.00 penalty. If suitable arrangements to pay, or if the payment has not been made within 15 days, the parking permit of the offender will be revoked.

Responsibility

A. The person in whose name a vehicle is register-

ed at Montreat-Anderson College will be held responsible for any violation involving the vehicle incurred by the registrant or other operators.

B. Montreat-Anderson College cannot assume responsibility for any motor vehicle or its contents.

Parking

A. Resident students are to park in spaces designated by the college nearest their dorms.

B. Faculty, staff and Day Students are to park in areas so designated.

C. Students are not to park in visitor space or on private property.

MOTEL REGULATIONS

(Action by the Dean of Student Affairs)

Resident students are not permitted to sign out to a place of public accommodation unless circumstances require, in which case written permission must be secured from the Dorm Resident and from the parents at least 24 hours before time of departure.

Written permission must be obtained from parents for students to sign out overnight. This permission must be filed with the Head Resident of the hall in which the student resides and may cover the whole year. In no cases may unmarried students take overnights in accommodations with members of the opposite sex.

FIRE EQUIPMENT

(Action by the Dean of Student Affairs)

Fire alarms and fire extinguishers are placed throughout the college buildings for the security of the community and in order to meet insurance regulations. The Dean of Student Affairs will impose severe discipline on any student who makes unauthorized use of or interferes in any way with the efficient functioning of this equipment.

FOOD SERVICE POLICIES

(Action by the Dean of Student Affairs)

The College is under contract with Epicure Management Services, Inc. for food services. All resident stu-

dents are required to take the College cafeteria food plan. Generally, no line cutting by students is permitted. Faculty and staff also are expected to refrain from cutting line except in unusual circumstances.

Each student is entitled to seconds except on certain main course items such as meats. All portions of food are on a personal consumption basis. A student may not elect to give portions of food to others.

Any misconduct or abuse of the above regulations may result in disciplinary action by the Dean of Students Office. Any recommendations or suggestions regarding food service should be made directly to the Manager of the food service or the Student Government Association.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974

The Buckley Amendment - Public Law 93-380
(Action by the Dean of Student Affairs)

This Act grants to all students enrolled in secondary education and to parents of students under age 18, the right to inspect, to challenge, and to a degree control the release of information about a student in their files.

1. The request must be in writing on forms provided in the Dean of State Affairs' Office. The College has 45 days to comply with each request.
2. Following access, the student (or parent) may request a hearing to challenge the contents of a record. The Dean of Student Affairs will arrange the time and place and notify the student (or parent) of such.
3. Except under court order will the information within a student's file be released without the written consent of the student (or parent). This provision excludes the custodian of the file.
4. Anyone properly looking at a student's file must put a signed explanatory form therein.
5. This Student Handbook, mailed to all students at their homes, complies with the requirement that students (or parents) be duly notified of their rights.

ORGANIZATIONS

	Student Government Association	Student Christian Association	Honor Council
President	Rex Hoffman	Bruce Powell	Darwin Glassford
Vice-Pres.	Roger Cardinal	Robert Russell	Tim Shutes
Secretary	Margaret Bender	Geniese Gruner	Judy Anderson
Treasurer	Gary Bouknight		

Dormitory Presidents

Davis Hall - Van Kornegay
Howerton Hall - Greg Green
Montreat-Anderson Hall - Carrie Wolfenden
McGregor Hall - Ginny Peaslee

Sophomore Class President - Ben Fortson
Activities Committee Chairman - John Baker

CLUBS

Choir
Cheerleaders
Business Club
Wilderness & Conservation Club
Drama
Fellowship of Christian Athletes
General Assembly
Men's Intramural Association
Women's Intramural Association
Phi Theta Kappa
Yearbook - Agape
Literary Magazine

ACADEMIC REGULATIONS OF THE COLLEGE

(Action by the Dean of the College)

Students are expected to be familiar with all of the academic regulations stated in the college catalogue and are responsible for abiding by them. Other academic regulations may be stated by the Dean of the College or the Academic Affairs Committee.

CLASS ATTENDANCE

(Action by the Faculty)

Each instructor will prepare his/her requirements for attendance in his/her classes and will distribute these, in writing, to the students, to the two deans, and to the Academic Affairs Committee, at the beginning of each semester. Attendance regulations for General Studies

will be posted at the beginning of each semester. It will be the responsibility of the instructor to enforce the regulations and to include the manner of enforcement in the written description.

In no case shall a student have more than 20% absences in any class. Students on Academic Probation shall have no more than one unexcused absence in any course.

Registration in a course obligates the student to be regular and punctual in class attendance beginning with the first meeting of the class. Absences will be counted from the first day of classes. The responsibility for work missed because of unavoidable absence rests entirely upon the student.

ATTENDANCE POLICY PROCEDURES

(Action by Academic Affairs Committee)

A. If a student has been absent from a course for three consecutive class periods, his/her name will normally be reported to the Office of the Dean of Student Affairs, who will ascertain if there are unusual circumstances causing the absences.

B. If a student receives a failing grade by an instructor due to failure to comply with an attendance policy:
   1. The student is informed in writing by the instructor.
   2. The Registrar is informed in writing by the instructor.
   3. If the student, due to this action, falls below 12 academic hours, the Registrar informs the Dean of Student Affairs who will take appropriate action to remove the student from the dorm. The student has the right of appeal: this must be done in writing, within 24 hours, to the Academic Affairs Committee. If there is no appeal, or if the appeal is denied, the student is removed from the dorm.

C. If a student becomes subject to suspension due to the fact that he/she has failed to comply with attendance requirements and has therefore received a failing grade in a required subject for remaining in College, such as Bible 101, 102, English 101-102, P.E. Activities, or General Studies (in accordance with the College's academic catalogue regarding required courses for remaining in College), then the instructor informs in writing:
   1. The student
   2. The Registrar
   3. Both Deans
   4. The Registrar reports to the Academic Affairs Committee which informs the student in writing that he/she is no longer eligible to remain in College.

5. The student has the right of appeal: this must be done in writing, within 24 hours, to the Dean of College. If there is no appeal, or if the appeal is denied, the student is removed from the dorm and will withdraw from the College.

D. Medical excuses will be given only to those students who have been treated by the Health Center, in a doctor's office, or in a hospital.

GRADING PERIODS

The final grade in each course is assigned and recorded at the end of each semester. In addition, mid-semester progress reports are made by the faculty; unsatisfactory grades are reported to students. These mid-semester reports do not become a part of a student's official record. Teachers of independent study courses may, at their discretion, submit NR (no record) grades at midsemester.

POINT AVERAGE

Quality points are assigned according to the following system:

1 Semester hour with a grade of A counts 4 points.
1 Semester hour with a grade of B counts 3 points.
1 Semester hour with a grade of C counts 2 points.
1 Semester hour with a grade of D counts 1 point.
1 Semester hour with a grade of F counts 0 points.

Quality point average is determined by dividing the number of quality points by the number of semester hours attempted. For example: 3 semester hours of B (9 quality points), 6 semester hours of C (12 quality points), 3 semester hours of D (3 quality points), and 3 semester hours of F (0 quality points), provide a total quality point average (QPA) of 1.6.

REQUIRED COURSES FOR CONTINUING IN SCHOOL

Full-time students who are not enrolled in the required courses for remaining in College and who have not completed work in them will be subject to suspension from the College by the Academic Affairs Committee.

All regular and full-time students must be enrolled for the following courses unless they have successfully

completed the requirements in them: English 101 and 102, Bible 101 and 102, one-half semester hour of General Studies per semester, and two semester hours of Physical Education activity courses, at least one hour of which must be completed the first year.

ACADEMIC PROBATION

(Action by the Faculty)

Students are required to maintain a specified quality point average to remain in good standing. A student who fails to gain a QPA of 1.5 after his/her first semester and 1.75 thereafter will be placed on Academic Probation. A student who has three or more unsatisfactory grades at mid-semester will also be placed on Academic Probation. Under certain circumstances, a student may be placed on Academic Probation, by act of the Dean of the College or of the Academic Affairs Committee. The status of Academic Probation may be withdrawn at mid-semester, provided that the student has all satisfactory grades; or at the end of the semester if the student has earned the specified quality point average. Any student who has Academic Probation status at the end of two consecutive semesters will be subject to suspension.

A student placed on Academic Probation will be limited to thirteen academic hours per semester exclusive of P.E. activities, General Studies, Chorus, and Reading. He/she will have no more than one unexcused absence in any course.

Students on Academic Probation will not be allowed to participate in any major extracurricular activities, which are defined generally as activities requiring participation more than once a week. Intramural sports are excepted from this regulation since this does not involve regular practice. Students placed on Academic Probation at mid-semester will be subject to the same regulations. Exceptions will only be allowed with the written permission of the Dean of Student Affairs or the Dean of the College. No student on Academic Probation will be permitted to loan, borrow, or use a motorized vehicle on campus without permission, except on weekends.

ACADEMIC SUSPENSION

(Action by the Faculty)

The Administration reserves the right to suspend or drop a student from the College because of poor scholarship. Any student on Academic Probation who fails to meet the requirements of the probationary status will

be subject to academic suspension without refund of fees. A student who has Academic Probation status at the end of two consecutive semesters; or who is dropped from Bible 101, 102, English 101-102, P.E. Activities or General Studies will be subject to suspension. A student who has 20% absences in any class may be subject to suspension. Any other student who, in the opinion of the Academic Affairs Committee or of the Dean of the College, is consistently neglectful of his/her academic responsibilities will be suspended from a course or from the College.

A student who is suspended by the Dean of the College has the right of appeal to the Academic Affairs Committee; a student who is suspended by the Academic Affairs Committee has the right of appeal to the Dean of the College or to the President. Persons suspended must leave campus within a specified time and not return during the period of suspension without written permission from the Dean of Student Affairs.

Any student who is suspended for academic reasons may seek re-entry by re-applying to the College after one regular semester and if readmitted, will be placed on probation. Work undertaken in summer school and averaged into the previous semester's work will be considered evaluating a student's probationary status.

REGISTRATION

Toward the close of each semester, students in conference with their advisors plan and register for their course program for the following semester. Registration will then be closed until a designated final registration day at the beginning of each term. Failure to register at the stated time will mean a possible loss of course selection and a late registration fee of $10.

To facilitate transfer to senior institutions, it is important that junior college students meet the requirements for the Associate Degree. If the senior institution has been decided upon, students should become familiar with the requirements of the program they plan to enter and choose their electives to meet the requirements of the program at that institution. The faculty advisor will approve such planning prior to registration. The Registrar and faculty advisor assist in arranging programs of studies, *but it is the student's responsibility to become familiar with and fulfill all requirements for his/her degree.*

If students attend a course or section for which they

are not officially registered, they will not receive credit for the work. If they do not attend a course or section for which they are officially registered and do not officially drop the course through the Registrar's Office, they will receive a grade of "UF" for that course.

WITHDRAWAL FROM THE COLLEGE

A student withdrawing from the college for any reason must obtain a withdrawal form from the Registrar's Office and return it properly completed. If the withdrawing student fails to follow this procedure, he will not be entitled to an honorable dismissal. No refunds will be made to students who fail to complete the withdrawal form.

If the withdrawal occurs after the last day for dropping courses, a grade of "WF" will be recorded for each course unless the Academic Affairs Committee rules otherwise or unless the withdrawal is due to certified medical reasons.

Further academic regulations and policies are found in the official academic catalogue of the College and students are responsible for complying with these regulations and policies.

STUDENT OFFICERS

(Action of Faculty)

A quality point average of 2.0 is required for:

Dorm President
President of Honor Council
Student Government President
Student Christian President
Activities Chairman

and a 1.75 quality point average for the Hall Counselors.

ELECTION OF OFFICERS

(Action by the Dean of Student Affairs)

Student leaders are encouraged to campaign actively and seek election of office in campus clubs and organizations. However, winners of major offices may not be chosen dormitory counselors and/or dorm presidents. Students are discouraged from holding more

than one major office on campus. This policy will help protect the student's academic pursuits and participation in other activities.

EXTRACURRICULAR PARTICIPATION

(Action of the Dean of Students)

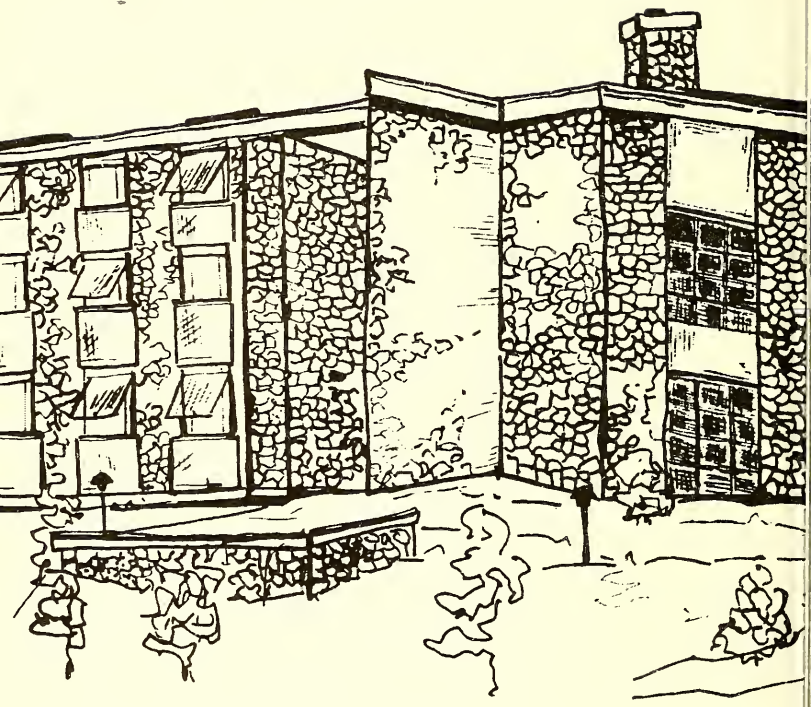
For first-semester Freshmen there will be no restriction until mid-term notices are given. Any first-semester Freshman who is on Academic Probation at mid-term will not be permitted to represent the college in any contest or public performance, except with the permission of the Dean of the College or Dean of Student Affairs.

For participation in extracurricular activities by students on academic or disciplinary probation, there will be certain restrictions. Generally, all students may participate. in extracurricular activities. Students in good standing are not restricted from participation in any extracurricular activities. Membership varies between various organizations, teams, drama, etc. The eligibility requirements in each of these is established by the Advisor or Coach at the beginning of the school year.

TUITION AND FEES

Basic charges and special instructional fees for each semester are due and payable to Montreat-Anderson College on or before the first day of class for each semester. FINAL ADMISSION AND ENROLLMENT CANNOT BE GRANTED TO A STUDENT UNTIL SATISFACTORY FINANCIAL ARRANGEMENTS HAVE BEEN MADE WITH THE TREASURER OF THE COLLEGE.

Student Government Regulations



STUDENT GOVERNMENT REGULATIONS

General

These regulations are based on the assumption that most student behavior in college is governed by the good judgement and common sense of the student. The following regulations are intended to provide the minimum regulations necessary for successful community life and to give each student maximum opportunity for successful adjustment to college life.

Number of weekends allowed away from college

1. During the first two weeks of the orientation period at the beginning of the college year, Freshmen are restricted to campus.
2. After the first two weeks of the orientation period, students may use their discretion in choosing the number of weekends away from the campus.

Damage to college property (See College Regulations, Respect for Property)

1. Resident students are held responsible for any damage to their room or dormitory, and damage charges will be made to the occupant involved.
2. All students are responsible for college property and will be held accountable.

Meetings

1. Before a class meeting can be held and any action taken, a quorum of 40 per cent of the class must be present.
2. All meetings must be conducted by parliamentary procedure.
3. Because of the importance of full student participation and the difficulty of group planning with only partial membership present, attendance will be required for the following:

    a. Official college convocations
    b. Hall meetings - 8
    c. Class meetings - 2
    d. Dormitory meetings - 8

4. An excuse for absence from the above meetings must

be obtained from the respective president before the meeting.

Explanation of the Disciplinary System (See Student Judicial System Section in Handbook)

Delegation of Responsibility by Student Government

1. The officers of the SGA, as well as the other students, have come to college to acquire an education.
2. For this reason the Dormitory Councils, the Interdormitory Council, and the Honor Council may turn over to the Administration any disciplinary case serious enough to require a trial, should the case arise within the week before or during the formal examination period at the end of each semester.

Recording of Disciplinary Action

1. The first Monday of each month, the Secretary-Treasurer in the respective dormitories is to report the assigned campuses, restrictions, and official warnings to the office of the Dean of Student Affairs for recording.
2. The policy for recording disciplinary action on permanent records is determined by the administration of the college.

Telephones

Local calls should be held to a minimum out of consideration for others. Failure to observe this limit may result in dorm council action.

Dress Regulation

The Student Government Association does not feel that it should regulate individual modes of dress. Reasonable discretion in clothing and appearance is expected of all students.

1. It is recommended that students wear appropriate attire to show due respect for those guests coming on campus.
2. Shorts may not be worn to classes.
3. Weather permitting, students may go barefoot on campus, with the exception of classes, Gaither, and Howerton Cafeteria.

4. Bathing suits may only be worn in areas designated for swimming or sunbathing.

Student Government Regulations for Students

Dormitory Living

Dormitories are to be reasonably quiet at all times; very quiet during study hours Monday through Thursday and after 11:00 at night.

Visiting in Dormitories

Visitors are to observe regulations for visiting hours in each dormitory. Proper entrance is through the front door leading to the lobby. Fire escapes and/or windows may not be used except for emergencies.

The lobbies in the dormitories are open from 11:00 A. M. to 12 midnight. Exception is made when dates wish to meet for church on Sunday morning.

Signing In and Out

When leaving the campus after 7:30 P.M., Freshmen should sign out on a sign-out card: the time leaving, the person accompanying, the destination, and expected time of return. When returning to the dormitory, the student should sign in the time of return. If tardiness is unavoidable, the student must call the Head Resident prior to curfew time to make arrangements to be let in late. Generally, overnight permission should be limited to once per week excluding weekends. Freshmen may not sign out overnight the first three weeks.

Students may not sign in until their dates have left the dormitory. Any lateness beyond the curfew hour (by the clock in the lobby) will be recorded and will result in disciplinary action when more than 15 late minutes have been accumulated during one semester.

Overnights (Both Male and Female Students)

All overnight departures from campus must be signed for and approved by the Head Resident by 11:00 P.M. before departure. Students must sign out on a card initialled by the Head Resident. Overnight permissions, except as previously restricted, are managed on an individual basis between the Head Resident and students through forms mailed home during the Summer whereby a policy is established with the parents.

False information or failure to sign out for overnight departure will result in disciplinary action by the Dorm Council.

Dorm Hours
(Quiet Hours, Study Hall, and Locking-Up)

On Monday through Thursday, all first-semester Freshmen and students on Academic Probation must be in their dormitory or the Library by 7:00 P. M. for study hall, until mid-term grades are determined. They may leave the dormitory from 9:00 to 12:00 P.M. This will be enforced in all dormitories. Study hall is held 7:00 to 9:00 P.M. Monday through Thursday. No noise is permitted during this time. In addition, the dorms should be relatively quiet from 11:00 P.M. to 9:00 A.M. nightly.

The dormitories will be locked at 2:00 A.M. All students, unless they have permission to be out overnight, are expected to be in before the doors are locked. In addition to this curfew of lock-up, first-semester Freshmen shall be in weekdays by 12 o'clock Sunday through Thursday and 1:00 A.M. Friday and Saturday. Second-semester Freshmen may take three one-hour late permissions during the semester.

Sophomores shall be in by 1:00 A.M. Sunday through Thursday and 2:00 A.M. Friday and Saturday. Sophomores may take five late permissions each semester. All students wishing to take late permissions must arrange in advance with their Head Resident. No late permissions shall be granted when the request comes after 11:00 P.M. for that night unless it is an unavoidable emergency. Students on academic and/or disciplinary probation may not have late permissions. No late permissions may be taken on a Friday or Saturday night.

All students who exceed the curfew time stated above are subject to disciplinary action for late minutes. Names will be reported to the Dean of Student Affairs.

Visiting Hours

The lobby of all dormitories will close Sunday through Thursday - 12:00 midnight, Friday and Saturday - 1:00 a.m. Opening hours will be posted.

Dormitory rooms are open to members of the opposite sex only when "open house" is in effect, or with special permission of the Head Resident, e.g., carrying luggage before or after vacations.

Dating Conduct

1. Dates are to call for women students in the lobby of the dormitory.
2. Students are expected to use discretion and good taste in their dating conduct in the public areas of residence hall as well as on the campus.

Housekeeping

Dormitory rooms should be cleaned thoroughly once a week, and kept neat and tidy at all times. Room inspections will be held periodically by the Dorm Resident and Counselors.

Rooms must be left clean at the beginning of vacations and at the end of the year when students check out. Failure to do so will mean a charge.

Nails, thumbtacks, screws, hooks, pins, hangers, etc., may not be driven into the walls or woodwork. Scotch tape or other adhesives should not be applied to walls or woodwork. Masking tape may be used.

No pets of any kind are permitted in any part of the resident halls.

Sunbathing

Sunbathing is permitted only in the following areas: swimming pool for all students, the balcony of Howerton for Howerton residents, the driveway behind the women's dorms for women residents, and the lawn behind Davis Hall for Davis residents.

Respecting Rights of Others

Students are to observe the property rights of others. Violation is an Honor Council offense.

"Do Not Disturb" signs are to be respected and failure to do so will result in assignment of warnings.

OVERNIGHT GUESTS POLICY

All guests who stay overnight on campus must register with the resident advisor in the dormitory where they plan to stay. Each guest will fill out a registration card. The nightly rate for a guest staying in a room is 50¢. You are responsible for your guest as long as he or she is staying with you. All guests must conduct themselves in accordance with the college regulations.

Having overnight guests during the week is discouraged. However, if you do wish to have a guest during the week, permission must be obtained from your resident advisor.

If your guest has a car, it should be registered with the Dorm Head Resident in cases where they stay more than 24 hours.

SINGLE ROOMS

Single rooms will cost 1½ times the normal charge for a room. A single room is available only on the basis that such rooms exist after all students have been housed. Should a double room lose one of its occupants during a semester, the student remaining will not be charged the additional cost. He will, however, be reassigned a room at the beginning of the next semester unless he desires to pay the additional cost for a single room.

FUND-RAISING

All fund-raising projects by students must be approved in advance by both the Student Government Association and the Dean of Student Affairs. Normally, the student activity fee is expected to cover the cost of student organizations and activities.

LAKE SUSAN

This small lake located in the center of campus is primarily a beauty spot and used for boating and fishing only.

GENERAL INFORMATION

ASHEVILLE COMMUNITY CONCERTS AND THEATRE

Students may purchase season tickets at the beginning of the school year for one or both of these series. The concert series brings five wellknown artists or groups to Asheville during the year — orchestras, pianists, dance groups, etc. The Theatre presents the same number of plays, using local talent; it is considered an excellent amateur theatrical group.

BULLETIN BOARDS

Announcements are made by means of notices on bulletin boards. Faculty members also use such notices to get in touch with students and students are responsible for reading notices. Students should form the habit of checking the main bulletin board in Gaither Hall twice daily and the boards in dormitories regularly.

LAUNDRY

A self-service launderette is located in the shopping center and is open every day except Sunday, from 8 a.m. until 8 p.m.

L. NELSON BELL LIBRARY

The library houses a collection of 32,000 books as well as collections of recordings, filmstrips, college catalogs, and some 250 current periodicals. Library hours will be announced each semester.

STUDENT HEALTH SERVICE

Students should report to the Health Center when ill or injured. A nurse is in the office from 7:30 A.M. to 4:30 P.M. Monday through Friday and from 10:00 A.M. to 12:00 noon on Saturday. Students are requested to come to the clinic during these hours. Only emergencies will be cared for after hours. A nurse can be located in the evenings and on week-ends by contacting the Head Resident in your dorm or a hall Counselor.

Absence from class for illness or injury will be verified by the college nurse only if the student is admitted to the Health Center. If the student does not report to the Health Center for illness or injury and classes are missed, the student will be expected to settle the matter directly with his/her instructor.

All appointments with physicians should be made through the Health Center. Students who need a physicians care will be referred to the college physician

whose office is in Black Mountain. The college physician or the college nurse will refer students to specialists in Asheville when necessary. There is a charge for an office visit and prescription medications.

Any emergency should be handled by the college nurse. She will make arrangements for the student to be taken to the emergency room in Asheville.

There are no regular visiting hours for students admitted in the Health Center. Roommates may bring mail and other items to the student with permission of the nurse.

Students are encouraged to use great care when using a sunlamp and when sunbathing. Classes missed due to carelessness in this area will not be excused by the Health Center.

MONTREAT STORE

The general store is open at 8:00 A.M. until 5:30 P.M. each day. Supplies of all kinds may be purchased here. It is located in the commercial center with the post office and launderette.

STUDENT UNION

The Student Union is located on the top floor of the Moore Center Building on the edge of the Montreat-Anderson College Campus. The Student Union provides a snack bar, pool tables. Ping pong table, and a foosball table. It is staffed largely by work study students and is open 10 hours per week day. Some of the Activity Fee goes for the up-keep of the recreational equipment.

BOOK STORE

Textbooks, paperbacks of general interest, and supplies, etc., can be purchased in the centrally located Book Store for which the hours are posted.

POST OFFICE

The Montreat Post Office is located in the shopping center near the grocery store and laundry. This building houses all the mailing for Montreat, since it is a United States facility. Students rent post office boxes here, purchase postage and money orders. Since mail does not go to a dormitory or building in Montreat, it is absolutely necessary to rent a box and have all mail addressed to that box number, Montreat, North Caro-

lina, Zip Code 28757. So that students may have a permanent mailing address, they are asked to rent a box prior to registration for college.

Post Office Hours are posted on the door.

SCHOOL CARS

School cars may be used, if available, for the following purposes only:

1. Medical
   Take food to Health Center.
   Take students to Health Center when deemed necessary by College nurse.
   Take students to school physician and/or hospital. (The initial trip for each accident or illness will be provided at no charge to the student.)
2. Official school functions away from campus as designated, in writing in advance, by the instructor or sponsor. This notice must be sent to the Business Office. (Fees for these trips are Group Rate.)
3. Individual student transportation to and from airport, train, and bus stations. (These will be made if school transportation is available; otherwise, students must procure their own way to and from these destinations.) (Requests must be made at least twenty-four hours in advance.)

Keys to all College cars are kept in the Business Office and only authorized drivers will be permitted to drive them.

Fees must be paid in advance for use of cars. **Personal use of College cars is prohibited.**

CHECK CASHING SERVICE

Check cashing privileges are available to all students and employees of Montreat-Anderson College. Students are encouraged not to keep extra money in their rooms but rather to open checking accounts locally or from home with established banks. Following are the conditions and limitations for individuals cashing checks at Montreat-Anderson College.

1. The maximum amount permitted for a personal check is $20.00. Checks for a higher amount may be

accepted for merchandise, provided the amount does not exceed $5.00 over the cost of such merchandise.

2. The individual's address and telephone number must appear on all checks.
3. The M-A.C. Identification Card will serve as identification for check-cashing purposes.

Procedure

Returned checks will be redeposited. In the event a check is returned for the second time, a penalty of $5.00 will be imposed and a letter written requesting settlement within three days.

If the account is not settled within three days, a hold will be placed on student records until both the check and the penalty have been paid.

Individuals who have two or more returned checks will be identified and all campus check facilities will be instructed not to cash checks for these individuals without special permission from the Treasurer-Business Manager.

Dear Student:

May I welcome you to the Montreat-Anderson College community with the assurance that you will receive personal attention by friendly classmates and Faculty. In the Student Affairs section of the college administration, we strive to meet your personal needs and interests as well as make your experience here enjoyable.

Many activities such as intramurals, dorm parties, dances, clubs, and other exciting events are conducted throughout the year for your participation. I strongly encourage you to become involved in these varied aspects of campus life since your involvement in such wholesome activities will contribute to well-rounded development and future success.

You will find at Montreat-Anderson an equal emphasis upon intellectual, social, physical and spiritual growth. This concept of the total development of the individual will better prepare you for the many challenges and opportunities in the future.

All college situations can not be thoroughly covered by regulations. It is the use of good judgement and regard for the rights of others at all times which our community strives to incorporate. Please understand that just because some conduct is not covered in this book that the college takes a less severe view of wrongdoing.

I look forward to meeting each of you. Please do not hesitate to come to me with any problem or concern you may have. Together we can continue to build Montreat-Anderson College into an institution where quality education and growth occurs within a Christian atmosphere.

Most cordially yours,

C. Larry Wilson

C. Larry Wilson
Dean of Student Affairs

TELEPHONE NUMBERS

Montreat-Anderson Hall	(2) 669-9846
	(3) 669-9877
	(4) 669-9861
	(5) 669-9832
McGregor Hall	(1) 669-9863
	(2) 669-9903
Davis Hall	(1) 669-9822
	(3) 669-9812
Howerton Hall	669-9830
	669-9885
Faculty House	669-8011
Student Union	669-6114
Library	669-2382
Gaither Hall	669-8011
Business Office	669-8011
Science Building	669-8765
Montreat Police	669-8072
Health Center	669-7497
Montreat Store	669-7532
Montreat Post Office	669-7837
Gymnasium	669-2696
Fire Department	669-8072
Cafeteria	669-7118

MONTREAT-ANDERSON COLLEGE

MONTREAT, NORTH CAROLINA 28757